



REQUEST FOR LEAVE OF ABSENCE

FIRST NAME MIDDLE INITIAL LAST NAME

Student ID: Date of Birth:

CHECK ONE: Domestic International LAST DAY OF ATTENDANCE:

PROGRAM: MBA BBA MSIT Certificate Program BSTWM

REQUESTED LEAVE OF ABSENCE WILL BEGIN:

WINTER SPRING SUMMER FALL YEAR:

QUARTER RETURNING FROM LEAVE OF ABSENCE:

WINTER SPRING SUMMER FALL YEAR:

REASON FOR LEAVE OF ABSENCE:

Three horizontal lines for writing the reason for leave of absence.

STUDENT SIGNATURE: DATE:

International Students must complete at least one academic year (3 quarters) of courses before taking a leave of absence. Be sure to consult with your DSO before taking a break.

Students who wish to take a break from their studies or are compelled to interrupt their studies for medical or personal reasons may do so by submitting a Request for Leave of Absence form by the add/drop deadline each quarter to the Registrar.

APPROVAL MUST BE GRANTED BY THE FOLLOWING DESIGNEES BEFORE THE LEAVE OF ABSENCE WILL BE PROCESSED:

Table with columns for SIGNATURE and DATE, and rows for ACADEMIC ADVISOR, DESIGNATED SCHOOL OFFICIAL, and REGISTRAR.